

Wilcut, Lars

From: Chris Hornback <CHornback@NACWA.ORG>
Sent: Thursday, October 16, 2014 7:20 PM
To: Wilcut, Lars
Subject: Re: Ammonia Workshop Room Size and Configuration
Attachments: image001.gif; image002.jpg; image003.gif; image004.gif

Thanks Lars for the intel. I appreciate you confirming things in person. We'll make do with the Polycom.

Are there any special instructions for getting to the room? I don't think I have the room number/name, so probably should get that plus anything else participants may need.

-Chris

> On Oct 16, 2014, at 4:47 PM, "Wilcut, Lars" <Wilcut.Lars@epa.gov> wrote:

>

> Chris,

>

> I trekked out to Potomac yard this morning to check out the room; a couple pictures are attached. It looks like the layout is what you envisioned. There is a Polycom in the room, but nothing more than that I could see. Our admin person is checking with the people in charge of the conference room to see if there is anything more high-tech, but we may only have that. Not the most ideal for people calling in.

>

> Please let me know when you have a final attendance list. I'll give that to the security folks so people won't be stuck outside. Depending on what makes the most sense, I'll plan to either be in the lobby or up on the 4th floor to direct people.

>

> Lars

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> From: Chris Hornback [mailto:CHornback@NACWA.ORG]

> Sent: Wednesday, October 15, 2014 10:48 AM

> To: Wilcut, Lars

> Subject: RE: Ammonia Workshop Room Size and Configuration

>

> Lars – another thing to check on is dial-in capability. A few folks have expressed interest in listening in. We've told them that this may not be a possibility and that if we do have a dial-in, it would be in listen-only mode. Just too difficult to have folks talking from the phone lines.

>

> We might be able to use NACWA's dial in if using an EPA dial-in is problematic, but just curious whether we'll have the option.

>

> -Chris

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> From: Wilcut, Lars [mailto:Wilcut.Lars@epa.gov]

> Sent: Tuesday, October 14, 2014 1:14 PM

> To: Chris Hornback

> Subject: RE: Ammonia Workshop Room Size and Configuration

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> Chris,
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> The total capacity of the room is 59 people (maybe someone stole a chair at some point): 28 at the table and 31 along the walls. I haven't been out to see it yet, but the picture is exactly what you envisioned: a hollow-square with seating along the perimeter.
>
> I'm trying to get out there this week, so I will have a better sense of the lay of the land after that.
>
> Let me know what additional questions you may have.
>
> Thanks!
>
> Lars
>
> From: Chris Hornback [mailto:CHornback@NACWA.ORG]
> Sent: Tuesday, October 14, 2014 12:42 PM
> To: Wilcut, Lars
> Subject: Ammonia Workshop Room Size and Configuration
>
> Lars – Can you please send me any further details on the room you have reserved for the workshop. Such as max capacity, table configuration, etc. And whether we can request a certain setup for the room in terms of configuration, perimeter seating (I'm envisioning a hollow-square setup, but realize I didn't specify that to you when we were reserving the space). I gave you a head count of 30-35 and we'll be at 35 (with staff and GLEC folks included), so I want to see what our options are for seating arrangements and any space for additional participants (I know others from EPA might want to participate).
>
> Any additional details would be great.
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> Thanks,
> Chris
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> _____ Chris Hornback | Senior Director, Regulatory Affairs |
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